

SECRET*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Classification and Wage Division,
Office of Personnel

DATE: 12 July 1954

FROM : Chief, Contact Division

SUBJECT: Reclassification of Position No. K152, Secretary (Stenography), GS-4,
25X1A9a and Promotion of [REDACTED]

1. It is requested that Position No. K152, in the [REDACTED] Office of Contact Division, be reclassified from Secretary (Stenography), GS-4, to Secretary (Stenography), GS-5, and that Miss [REDACTED] be promoted to the GS-5 level in accordance with the attached Request for Personnel Action.

25X1A6a

25X1A9a

25X1A8a

2. Miss [REDACTED] entered on duty in CIA on 18 June 1951. On 26 November 1951 she transferred to the [REDACTED] of Contact Division. During the time Miss [REDACTED] has been working in the [REDACTED] Office, her performance has been excellent. As a result, she has taken on more duties and responsibilities until she now performs the work normally assigned to a Secretary (Stenography), GS-5. Six copies of a job description prepared by Miss [REDACTED], which fully describes her major duties, are attached.

25X1A9a

25X1A9a

25X1A6a

25X1A9a

3. If this request for reclassification is approved, funds are available in the Contact Division budget for FY 1955.

25X1A9a

25X1A9a

for E. M. ASHCRAFT

Attachments:

Request for Personnel Action
Position Description (6)

#622
JL
7-14-54

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